

Graduate Tuition Incentive Scholarship Policy

A. Purpose

To provide tuition support for graduate students pursuing their first master's degree.

B. Scope of Policy

This policy applies to all graduate students, who fulfill the following criteria: 1) are pursuing a first master's, 2) are unconditional status, 3) have an official Program of Study on file, 4) are a Texas resident and 5) are receiving no other form of financial aid (excluding loans).

Unconditional admission refers to: a) beginning graduate students who have satisfactory GRE scores and an undergraduate GPA of 3.0 or better, or b) any graduate student who has completed 12 semester credit hours with a graduate GPA of 3.0 or better.

C. Application Process

The Application form is available in the Office of Graduate Studies or online at the Graduate Studies website. Students will be informed of a decision by letter of award from the Financial Aid Office.

D. Policy

1. Students may apply for tuition assistance for up to three credit hours per semester for a total of nine hours per fiscal year. Graduate students may be eligible to receive up to 18 credit hours of scholarship support towards a master's degree through this program.
2. New students (1st semester), who have unconditional admission status may be eligible for up to 6 credit hours their first semester. A Program Of Study is not required for 1st semester students. Continuing students will be limited to 3 credit hours per semester.
3. To be awarded a Graduate Tuition Incentive Scholarship, courses must be in the student's official Program of Study (POS).
4. After approval, the Office of Graduate Studies will notify the Financial Aid Office who will process payment transfer through the Business Office. Tuition assistance pays only for tuition; students are responsible for fees.
5. Scholarship awardees who have paid their tuition are eligible for a tuition reimbursement.
6. Students who receive a graduate tuition scholarship and drop a course or withdraw from the institution may be responsible for reimbursing the office of Graduate Studies.
7. The Graduate Tuition Incentive Scholarship Account will have a specific budget amount per fiscal year. Grade point average and timelines in meeting the above criteria will be used to allocate the limited funds available for these awards. Applicants must apply each semester.

E. Review

This policy will be reviewed by the Dean of Graduate Studies prior to each application period.

This application may be reproduced.

UTB/TSC does not discriminate based on race, color, national origin, religion, sex, age, veteran status, or disability



Graduate Tuition Scholarship Application

Deadline: Return to the Office of Graduate Studies by 5:00 p.m.,
July 31st 2008.

Registration statement of charges must be attached to this application

Payment Deadline: August 18, 2008

Name _____ Date _____

Email: _____ I.D. # _____

Address: _____ City: _____ Zip Code: _____

What is your Program of Study? _____

Phone Number (H) _____ (W) _____ (C) _____

In order to determine eligibility, please review the attached Policy and answer the following:

I am seeking my first Master's degree? Yes ___ No ___

I have been granted Unconditional admission status as of Summer 2008? Yes ___ No ___

I have a signed Program of Study (POS) on file with the Office of Graduate Studies? Yes ___ No ___

I am a Texas resident? Yes ___ No ___

You are not eligible for this scholarship if you are receiving other scholarship aid.

I certify that all the information provided above is accurate. I understand that students who receive a graduate tuition scholarship and drop a course or withdraw from the institution will be responsible for reimbursing the University.

Signature _____ Date: _____

FOR OFFICE USE ONLY - DO NOT WRITE IN THIS AREA		Number
Request status: ___ Approved	___ Not Approved	
Comments: _____		
Authorization: _____		
_____ Graduate Office	_____ Date	

Keep a copy for your records

The Office of Graduate Studies is located at:
The University of Texas at Brownsville and Texas Southmost College
80 Fort Brown
Brownsville, Texas 78520
Champion Hall, 1st Floor (Corner of May St. and Gorgas Dr.)
Phone Number: (956) 882-6552/ Fax: (956) 882-7279
E-mail: graduate.school@utb.edu

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